

Position vacancy:

Nurse Practitioner/Physician Assistant

Announcement #174

OPEN TO: All Interested Candidates – U.S. citizens only
POSITION: Nurse Practitioner/Physician Assistant (Position number A50224)
* FSN-10, ** FP-5 (Full Performance Level)
OPENING DATE: September 22, 2006
CLOSING DATE: Until filled.
WORK HOURS: Part Time 16 hours/week
SALARY: * Ordinarily Resident FSN-10 ¥11,340,565 p.a. (Full Performance Level - Starting salary)
(Position grade: FSN-10)
** Not-Ordinarily Resident FP-5 US\$44,399 p.a. (Full Performance Level - Starting salary)
(Position Grade: FP-5 is confirmed by Washington)
LENGTH OF HIRE: If a US Citizen EFM is not selected, then the term of this position will be 2 years, at which time the position must be re-advertised.

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax. All applications postmarked by the closing date will be accepted.
6. Applicant must be able to obtain required security clearance.

THE U.S. EMBASSY in Tokyo is seeking an individual for the position of Nurse Practitioner/Physician Assistant in the Health Unit.

BASIC FUNCTION OF POSITION: The NP/PA in this position will provide outpatient primary care medical services at the Embassy Medical Unit to patients covered under the Department of State Medical Program (approximately 620 personnel). During the absence of the Foreign Service Health Practitioner (FSHP), the NP/PA will provide medical supervision of the Medical Unit staff and be available for after hours medical consultations and referrals. Two selections may be made from this announcement. *This position requires a U.S. security clearance (Secret level).*

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

1. **Education:** Must have a bachelor's degree from an accredited school of Nursing and be a graduate of an accredited Nurse Practitioner program; or must be a graduate of a Physician Assistant Program, Bachelors level or higher.

2. **Prior Work Experience:** A minimum of three years of clinical experience in their primary care specialty with at least 50% of the NP/PA 's time involved in direct patient care during the last five years is required.
3. **Language Proficiency:** Level IV (FLUENT) speaking/reading/writing English, with an ability to present medical findings in a clear and concise manner to medical and non-medical personnel, is required.
4. **Knowledge:** Applicant must be licensed as a Nurse Practitioner in a state, or the District of Columbia, and must have current national certification as an NP with the American Nurses Credentialing Center or the American Academy of Nurse Practitioners; or must be a graduate of a Physician Assistant Program and licensed in a state, or the District of Columbia. Applicant must also have some knowledge of local medical program.
5. **Skills and Abilities:** The ability to logically and objectively analyze patient problems and apply sound clinical judgment is required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Applicant must be able to obtain required security clearance.

To APPLY: Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Ordinarily resident applicants must submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. PLEASE ATTACH CERTIFICATES OF TEST SCORES OR OTHER EVIDENCE TO VERIFY YOUR ENGLISH/JAPANESE LANGUAGE PROFICIENCY.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources Office.

SUBMIT APPLICATION TO:

Human Resources Office
ATT: Miriam Tokumasu
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420
FAX: 03-3224-5818

DEFINITIONS:

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
2. EFM: Family Members at least 18 listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and Uniformed Service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: Until filled.

The US Mission in Japan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.